

STELLENBOSCH UNIVERSITY

Research Information Management System



BIOLOGICAL AND ENVIRONMENTAL SAFETY (BES):

TRAINING MANUAL

Compliance/Ethics – New Application



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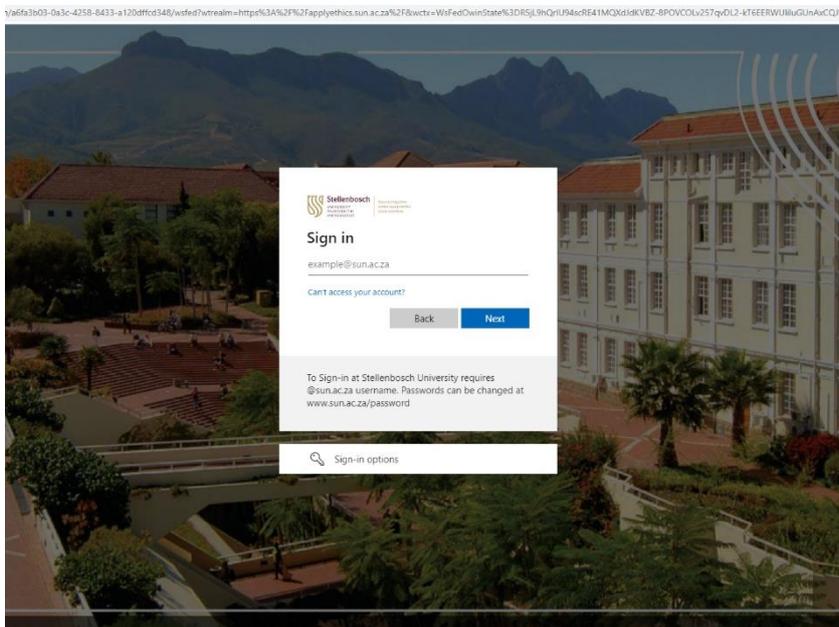
1. Login

The URL for the Infonetica website is <https://applyethics.sun.ac.za/>

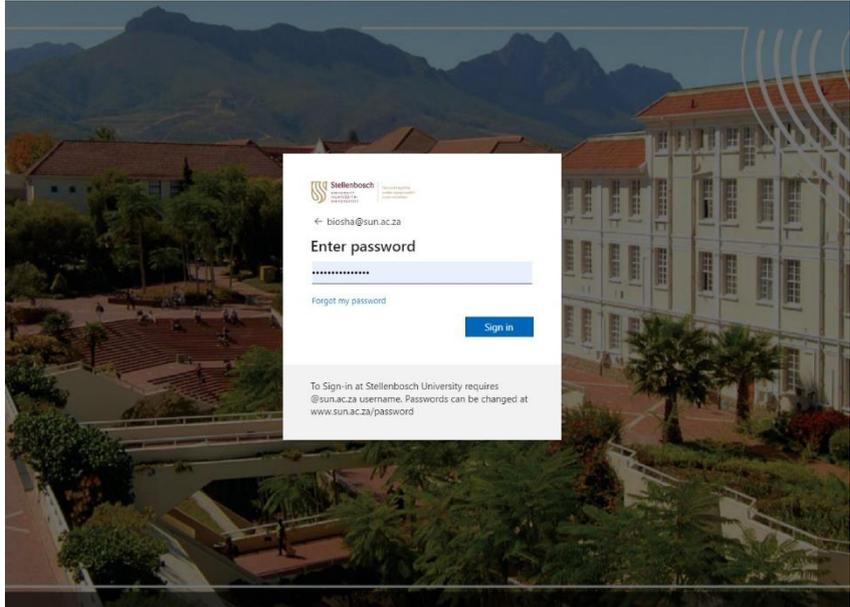
You will be required to login using your username@sun.ac.za and network password. Follow the instructions applicable to you.

NOTE: If you are NOT a registered student you will not be able to login. Please make sure you are registered before attempting to login.

Students who require applying for ethics clearance before they are registered must do this in consultation with their relevant department as the department will have to add them to the Information Technology SUNID temporary user database so that the student can be issued a username and password by IT. Please note that the SUNID process is not an ethics process, it is a completely separate process and is handled entirely by the relevant department

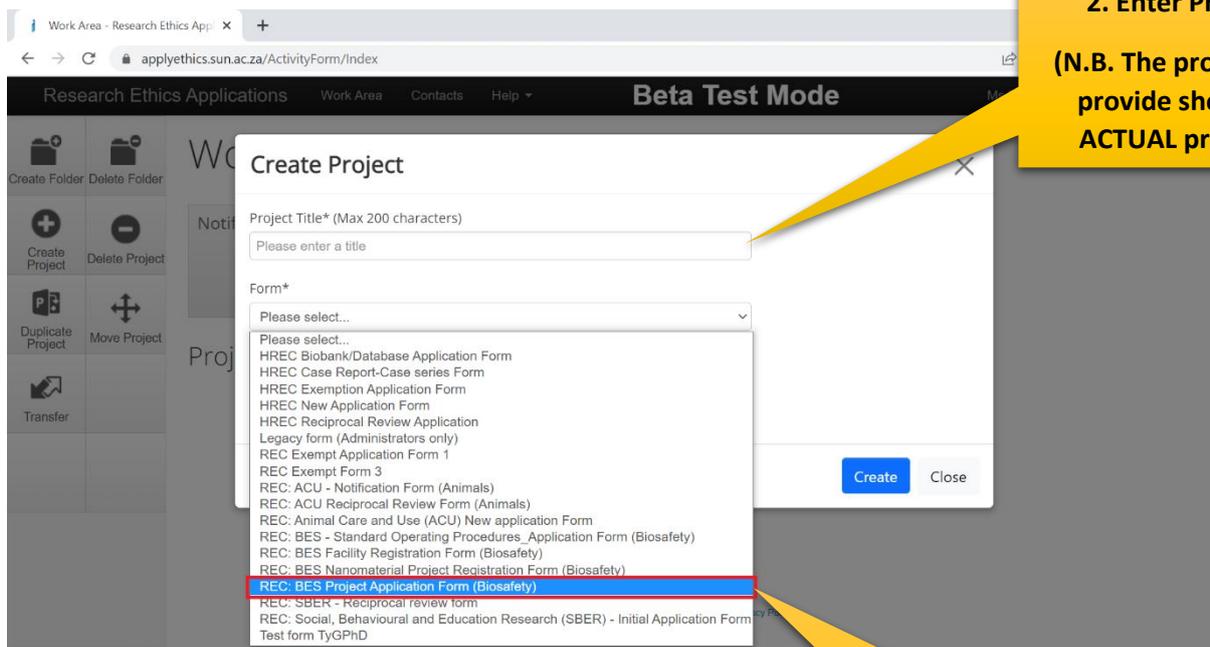
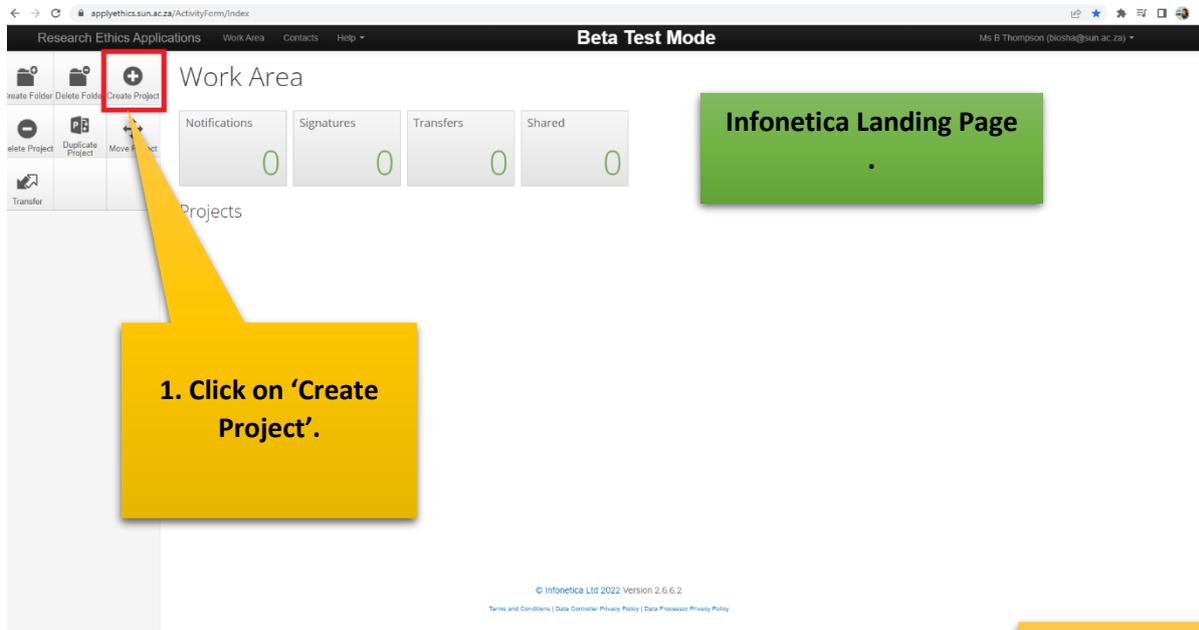


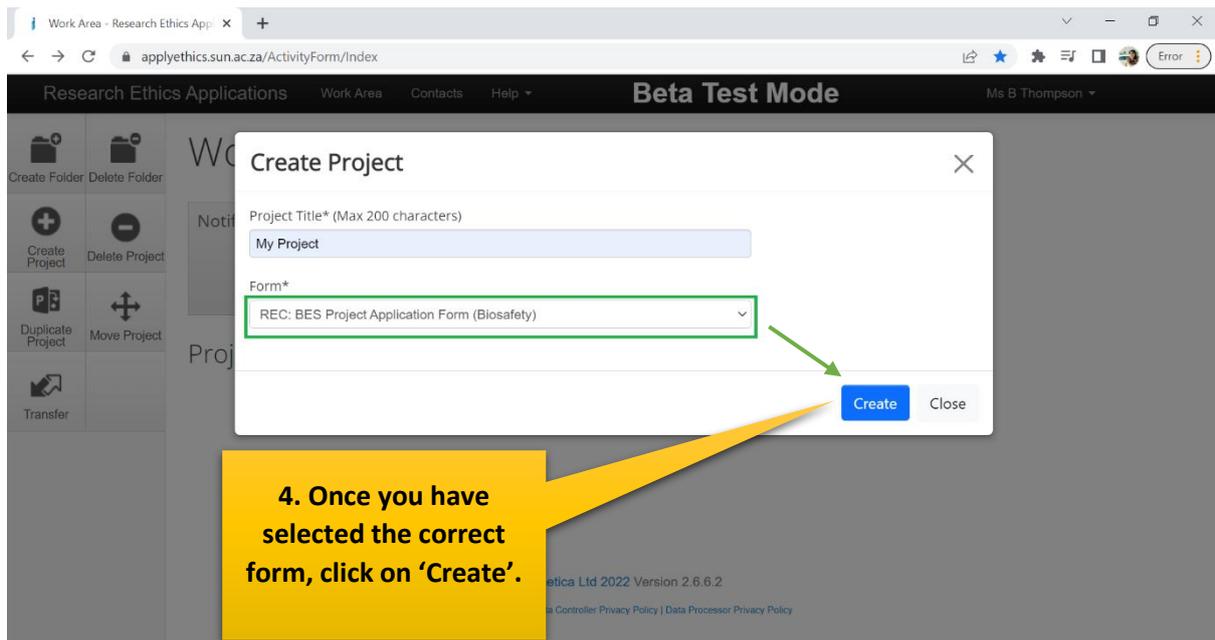
**ENTER YOUR LOGIN
CREDENTIALS AND SIGN
IN.**



2. Create your Project

Once logged in, you will land on the Infonetica landing page.

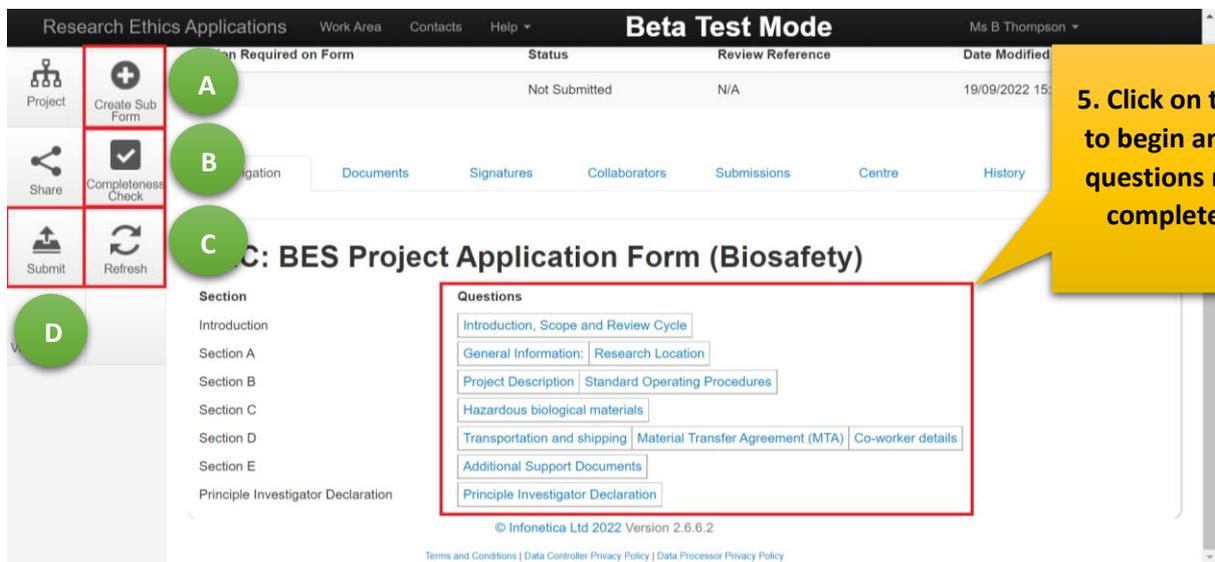




N.B. Please ensure you have selected the correct form.

3. Complete the questions online

The system has now created a record for you with a system generated number. The next step is to complete the electronic application form.



A – To create a Sub Form

B – Use to check whether you have completed every question in the form

C – Use to refresh form

D – Submit at the end

Complete all the questions on each page.

A – Click on ‘Previous’ or ‘Next’ arrow to move to the previous or next page.

B – Click on ‘Navigate’ to take you back to the original form.

C – Click on ‘Save’ button before continuing to the next page.

D – Click on ‘Share’ to share your application form with your supervisor.

Select the hazardous biological materials relevant to your study and complete the form below.



NOTE: Even if you are working with a BSL1 or BSL2 organism, if recombination techniques are used to transform organisms, you will need to submit an application for ethical clearance.

4. Share your application with your supervisor

1. Enter your supervisor's email address.

2. Tick the boxes to allow your supervisor to read and make changes.

3. Click on 'Share'.

A notice will appear that your form has been shared successfully.

Your supervisor will now be able to login, read and share comments with you while you are working on your form as shown below.

When your supervisor logs in, it will appear in their shared folder.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Biosha's Biosafety project	26494	Ms B Thompson	20/09/2022 09:59	20/09/2022 10:28	



Tip: If you are working on your e-form and you want to stop and continue at a later stage, click on 'Save' button on the left panel to save e-form information. When you are ready to work on the e-form again, login and click on the questions once again.

Research Ethics Applications Work Area Contacts Help **Beta Test Mode** Ms B Thompson

26494
Version: Beta

REC: BES Project Application
Project Title: Biosha's Biosafety project

Collaborators on this page are:
Mr Winston A Beukes

1

1
Comments

Hover over the yellow icon. It shows that your supervisor is currently on this page as well.

Click on the speech bubble icon to view or add comments.

One comment has been added. Keep track of comments between you and your supervisor.

Title of Project

Please provide a brief description of the research objectives of this protocol. Use a separate paragraph for each project and focus on potentially biohazardous agents and the types of experiments/analysis that will be conducted.

You can add comments for you supervisor to view while working through your application form.

Comments

Comment

New title

20, 2022 at 10:52 AM

Delete

1. Click on add comment.

Add New Comment

2. Type comment here.

Add new comment

Share comments with your supervisor.

Save Cancel

3. Click on 'Save'.

Keep track of comments made between you and your supervisor by clicking on the speech bubble or comments button in the action panel.

Research Ethics Applications Work Area Contacts Help Beta Test Mode Ms B Thompson

Previous Next

Navigate View as PDF

Documents Signatures

Save Share

Collaborators Completeness Check

Submit Comments

REC: BES Project Application Form (Biosafety)

26494
Version: Beta

Project Title: Biosha's Biosafety project

Title of Project

Please provide a brief description of the research objectives of this protocol. Use a separate paragraph for each project and focus on potentially biohazardous agents and the types of experiments/analysis that will be conducted.

Your comment has been added and shared with your supervisor.

Adding your supervisor's details in the form:

REC: BES Project Application Form (Biosafety)

Section

- Introduction
- Section A
- Section B
- Section C
- Section D
- Section E
- Principle Investigator Declaration

Questions

- Introduction, Scope and Review Cycle
- General Information: Research Location**
- Project Description | Standard Operating Procedures
- Hazardous biological materials
- Transportation and shipping | Material Transfer Agreement (MTA) | Co-worker details
- Additional Support Documents
- Principle Investigator Declaration

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Click on 'General Information' to add your supervisor's details.

Research Ethics Applications Work Area Contacts Help **Beta Test Mode** Ms B Thompson

Title	First Name	Surname
Mr	Winston	Beukes
Organisation		
Department: Geology		
Faculty: Science		
SU Number		
Qualification		
Address		
City		
County		

5. Sign and submit your application

Completing the declaration and signature on application form.

Research Ethics Applications Work Area Contacts Help **Beta Test Mode** Ms B Thompson

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	20/09/2022 12:27 26494

Navigation: Documents Signatures Collaborators Submissions Centre

REC: BES Project Application Form (Biosafety)

Section	Questions
Introduction	Introduction, Scope and Review Cycle
Section A	General Information: Research Location
Section B	Project Description Standard Operating Procedures
Section C	Hazardous biological materials
Section D	Transportation and shipping Material Transfer Agreement (MTA) Co-worker details
Section E	Additional Support Documents
Principle Investigator Declaration	Principle Investigator Declaration

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Click on 'Principle Investigator Declaration' to sign forms.

Applications Work Area Contacts Help **Beta Test Mode** Ms B Thompson

Declaration

Personal Declaration by PI

- I attest that the information contained in this application and supplements is accurate and complete
- I confirm that all persons involved with this protocol (including my collaborators) have been adequately trained in good microbiological techniques, have received instruction on any specific hazards associated with the protocol and worksite, and are aware of any specific safety equipment, practices, and behaviours required while conducting protocol procedures and using these facilities. My records documenting this instruction can be reviewed.
- I will not carry out the work described in this application until it has been approved by the REC:BEE
- I agree to amend this protocol to include any changes in personnel, materials, procedures, locations, etc. and submit the amendment to the REC:BEE committee for approval before the changes are implemented.
- I have read and understood my responsibilities as Principal Investigator outlined in the NIH Guidelines, and agree to comply with these responsibilities.

Save Collaborators Complete Check Submit Comments 2

Request Signature **Sign**

N.B.!
If you are a student, click on the 'Request Signature' button.

Please note that if you are a student completing this application please click on the **REQUEST** button to request your Supervisor's signature to approve this application.

However if you are a Researcher completing this application then please click on the **SIGN** button.

N.B.!
If you are a researcher, click on the 'Sign' button.

Applications Work Area Contacts Help **Beta Test Mode** Ms B Thompson

Completeness Check

Loading...: Checking form is complete...

Close

The signature window will open to see if your form is complete.

Please note that if you are a student completing this application please click on

If your form is not complete, the system will alert you to this.

If you are a student, the following form will appear:

Completeness Check

Incomplete: Please complete the following questions

- Co-Investigators
- Is this project NIH Funded?
- Has the facility/ies been registered by the REC:BEE?
- Indicate the SOP's that will be followed in your laboratory for this protocol (Attach all SOP's that have not been submitted for review with the Registration of facility forms).
- Select agent
- Will the experiments result in the acquisition of new characteristics of these microorganisms or potentially infectious materials (e.g. altered virulence or infectivity, changes in susceptibility or resistance to drug therapy or changes in host range)?
- Procedure
- Full vector or synthetic nucleic acid name (pBR322)
- Backbone source (bacterial, plasmids, HIV, etc.)
- Insert or product (include species)
- Nature, function or activity of insert (promoter, Biological marker, reporter)
- Intended use (cloning, sequencing, expression of specific protein)
- Source X
- Cells or organisms that will be exposed to the nucleic acids (Include bacteria used for propagation)

[Request Signature Anyway](#) Close

Click on the link and the section will open for you to complete.

Do not try to bypass this section otherwise your application will be returned to you.

If you are the researcher, the following form may appear:

Completeness Check

Incomplete: Please complete the following questions

- Co-Investigators
- Is this project NIH Funded?
- Has the facility/ies been registered by the REC:BEE?
- Indicate the SOP's that will be followed in your laboratory for this protocol (Attach all SOP's that have not been submitted for review with the Registration of facility forms).
- Select agent
- Will the experiments result in the acquisition of new characteristics of these microorganisms or potentially infectious materials (e.g. altered virulence or infectivity, changes in susceptibility or resistance to drug therapy or changes in host range)?
- Procedure
- Full vector or synthetic nucleic acid name (pBR322)
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- Intended use (cloning, sequencing, expression of specific protein)
- Source X
- Cells or organisms that will be exposed to the nucleic acids (Include bacteria used for propagation)

[Sign Anyway](#) Close

Click on the link and the section will open for you to complete.

Do not try to bypass this section otherwise your application will be returned to you.

Submit

Complete: Your form is complete and ready to submit

Click 'Submit'

If the system detects that you have completed.

[Submit](#) [Close](#)

You will receive a successful message once submitting your application. You can track your application once it's been submitted.

Your application has been submitted for further processing.

6. Changes requested

Login and click on your project list. Make the necessary changes, save and then click 'Submit' to resubmit you application.

7. Creating a Sub Form (i.e., Progress Reports, Amendments)

Research Ethics Applications Work Area Contacts Help **Beta Test Mode** Ms B Thompson

Work Area

Notifications 0 Signatures 0 Transfers 0

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Biosha's Biosafety project	26494	Ms B Thompson	20/09/2022 09:59	21/09/2022 08:43	

Showing 1 to 1 of 1 entries

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1. Click on your project title.

Research Ethics Applications Work Area Contacts Help **Beta Test Mode** Ms B Thompson

Project Tree

26494

Biosha's Biosafety project

REC: BES Project Application Form (Biosafety)

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	21/09/2022 08:43

Documents Signatures Collaborators Submissions Centre History

BES Project Application Form (Biosafety) Show Inactive Sections

Questions

Introduction, Scope and Review Cycle

General Information: Research Location

Project Description Standard Operating Procedures

2. Click 'Create Sub Form'.

Create Subform

Select the sub-form that you would like to apply to this form

Please Select...
 Please Select...
 REC BES Amendment Form (Biosafety)
 REC: BES Annual Progress Report Form (Biosafety)

Create Close

3. Select Sub Form

4. Click 'Create' to create the Sub Form you require.

8. Definitions of actions in panel display

 Previous	 Next	 Navigate
 View as PDF	 Documents	 Signatures
 Save	 Share	 Collaborators
 Completeness Check	 Submit	 2 Comments

Previous: This button will take you to the previous page in your application.

Next: This button will take you to the next page in your application.

Navigate: This button will always take you to the beginning of your project where you will be able to view all sections/pages.

Print: This button allows you to print your application or save it in a PDF version.

Documents: This button will display all the documents saved in your application which you have uploaded.

Signatures: This button allows you to view any signatures that may have been requested.

Save: This button can be used before moving to the next page after completing a section or page or if you can't complete your form but wish you to come back to continue at a later stage, then save before logging out.

Share: This button allows you to share your project with your supervisor. Allowing them 'read' and 'write' access.

Collaborators: This button will allow you to view the collaborators.

Completeness Check: This button will run a check on your application to see what is still required.

Submit: This button is used once you have completed your application and your supervisor is happy to approve it.

9. Definitions of Statuses

Scheduled Full Review: To be used by ethics admin staff only. The application needs to be reviewed by the full ethics committee and cannot be reviewed via expedited procedures.

Scheduled Expedited Review: To be used by ethics admin staff only. The applicant has requested an expedited review and no major risks are involved in the study, making it possible to review it via expedited procedures.

Acknowledged: This status is used for submissions other than new applications, i.e. serious adverse events, etc. These submissions are acknowledged by the committee/expedited review. This status is also used by the coordinator to acknowledge receipt of an application.

Approved: The proposal and all attachments can be approved, and no changes are required.

Approved with stipulations: The proposal can be approved, and the study can start, but the approval has stipulations attached to it, either in the form of very minor changes that do not need to come back to the committee, or the project cannot commence until additional approvals have been obtained (e.g. WCED or PGWC).

Modifications required: Significant changes need to be made to the research proposal prior to approval. The approval can either be finalized by the primary reviewer and Chairperson and need not go back to the full committee or in more serious cases, the proposal must be reviewed at the next committee meeting. This status can also be used for expedited review.

Rejected/Disapproved: The application for ethics approval is rejected completely due to noncompliance with minimum ethics considerations.

Suspended: The study has been suspended, for whatever reason, either by the committee or by the researcher. It could continue if circumstances change, with the approval of the ethics committee.

Deferred: The proposal is referred back to the primary investigator (PI) to rewrite and resubmit. This status is mostly used for proposals reviewed by full committee review.

Terminated: The study has been terminated permanently either by the REC, but more often by the sponsor or researcher.

No Quorum: To be used by ethics admin staff only. Not enough voting members were present at the meeting to reach a quorum; the proposal will have to be reviewed and ratified at a next meeting.

Referred to convened REC: A submission was reviewed via expedited procedures but after careful review, it is decided that it should rather be scheduled for a full committee review.

Referred to other ethics committee: To be used by ethics admin staff only. The application was submitted to the Health ethics office and should actually be reviewed by the REC: Humanities committee or vice versa.

Expired: To be used by ethics admin staff only. The approval or request for modifications has expired.